



GENERAL INFORMATION FOR SPONSORS

DEADLINES FOR 2014!

Use this checklist to meet all deadlines:

- December 13, 2013:** Logos due for meeting program mailing and signage
- January 6, 2014:** Paragraphs due for *Purchasing Directory*.
- January 17, 2014:** Ads due for *Purchasing Directory*
- February 10, 2014:** Hotel cutoff date
- March 7, 2014:** Exhibit materials CANNOT ARRIVE AT HOTEL BEFORE March 7.
- March 10-12, 2014:** Annual Meeting

The Annual Meeting

The meeting dates are Monday, March 10, 2014, through Wednesday, March 12, 2014, at the Mandarin Oriental Washington DC. Conference registration fees are \$750 (non-members) or \$675 (NAPHS members). Sponsors receive a number of free registrations depending on sponsorship level. *For information about registering for the Annual Meeting*, go to www.naphs.org/annual-meeting/home or call the National Association of Psychiatric Health Systems at 202/393-6700, ext. 104.

Hotel Reservations

Reserve your room online by going to www.naphs.org/annual-meeting/home.

Monday, February 10, 2014, is the reservation cut-off date.

Rates: \$299/single or double. All reservations must be guaranteed with a credit card, personal check, or money order. Individual guest room reservations must be cancelled by 4:00 pm the day prior to arrival to avoid financial penalty. Check-in time at Mandarin Oriental Washington DC is after 3:00pm. Check-out time is before 12 noon.

The Mandarin Oriental Washington DC is at 1330 Maryland Avenue, SW, Washington, DC 20024. It offers grand elegance near Washington's most important sites, including Capitol Hill. There are three area airports: Reagan National is the nearest (across the river from DC); Baltimore Washington International is 35 miles north of Washington; and Dulles is 26 miles to the west.

About Tabletop Displays and Space Assignment

Limited space is available for tabletop displays to ensure maximum interaction and networking opportunities for each sponsor. The decision about location of displays will be made by the meeting staff; however, we will work with you to accommodate your needs. Refreshments are located and integrated with sponsor displays to ensure visibility and access.

Leadership Sponsors have *two* 6-foot exhibit tables. Diamond Sponsors have *two* 6-foot tables. Gold Sponsors have *one* 6-foot table. All tables are draped, and each has a chair.

DISPLAY SET-UP AND TAKE-DOWN TIMES

Exhibit set-up times are Monday, March 10, 7pm-9:30pm, and Tuesday, March 11, 7am-8am. *Exhibits **must** be completely ready no later than Tuesday at 8am, when guests begin arriving.* **Take-down time** is Wednesday, March 12, from 10am until noon.

Display Restrictions

Displays that can be placed on top of (or in back of) the 6' tables (or double tabletops for Leadership & Diamond Sponsors) are permitted. Exhibits may not extend beyond the 6' or 12' width of the space.

Display Electrical, Audiovisual, and Telecommunications Requirements

NAPHS provides only basic 5 amp service at tabletop exhibits. Orders and payment for additional electrical, audiovisual, and telecommunications equipment must be handled by exhibitors by dealing directly with the hotel. Email Kendrea Camacho at kcamacho@swankav.com to order what you will need.

If your tabletop display consists of hand-out materials only, NAPHS will arrange them for you if you have no on-site representative. If you need such assistance, please email Maria Merlie at maria@naphs.org.

Shipping Instructions

Each box you ship to the hotel **must** be properly packaged, and marked with a mailing label that reads exactly as follows:

ATTN: Maria Merlie
National Association of Psychiatric Health Systems
NAPHS Annual Meeting
c/o Event Management
Mandarin Oriental Washington DC
1330 Maryland Avenue, SW
Washington, DC 20024
Your organization name and contact: _____

Boxes, packages, and display materials will be accepted no sooner than three days prior to the meeting. **Shipments received prior to the three (3) days will be returned.**

The hotel's limited storage facilities requires a limit of ten (10) boxes weighing no more than 50 pounds each per exhibitor, which may arrive three days before the meeting. For larger shipments, please check with Event Management. **Larger packages must arrive on the day of setup, Monday, March 10.** The Mandarin Oriental reserves the right to refuse damaged packages or those exceeding the storage guidelines. The hotel assumes no liability for the condition of the contents of such packages.

Sponsors are responsible for making and paying for their own arrangements to ship back their exhibit materials or for instructing us to dispose of them.

Packages shipped out of the hotel must be **prepaid, addressed, labeled, and ready for mailing**. You will be billed any direct shipping costs or hotel handling fees. If you need assistance, please see the hotel staff.

IMPORTANT NOTE: *Because **Fed-Ex** picks up from the hotel regularly, you need only your completely filled-out airbill. However, because **UPS** no longer regularly picks up at the hotel, you will need to arrange a pickup directly with UPS.*

Cancellation of Sponsorships

Sponsorships may be cancelled if notice is received in writing. There is no penalty if the cancellation is received more than 90 calendar days before the opening day of the meeting (that is, cancellation must be received prior to December 10, 2013). A 50% cancellation charge will apply if cancellation is received between 89 and 31 calendar days of the opening day (that is, cancellation must be received between December 11, 2013, and February 9, 2014). A 100% cancellation charge will apply if cancellation is received within 30 calendar days or less of the opening day (that is, cancellation received February 8, 2014, or later).

Liability

This agreement shall not constitute or be considered a partnership, employer/employee relationship, joint venture, or agency between NAPHS and Sponsor. Sponsor hereby agrees to and does indemnify, hold harmless, and defend NAPHS, the Mandarin Oriental Washington DC, and their officers, agents, or employees from and against any and all liability, responsibility, loss, damage, cost of expense of any kind whatsoever (including but not limited to cost, interest, and attorney's fees) that they may incur, suffer, be put to, or required to pay incident to or arising directly or indirectly from any intentional or negligent act or omission by Sponsor or any of its employees, servants, or agents, subject to the provisions herein.

Sponsor further agrees that NAPHS and its agents and employees shall not be responsible in any way for a) damage, loss, or destruction of any property of Sponsors, or b) injury to Sponsor or its representatives, agents, employees, licensees, or invitees, and agrees to and does indemnify, hold harmless, and defend NAPHS from any claims arising out of damage, loss, or destruction under a) or b) herein.

The Sponsor shall be fully responsible to pay for any and all damages to property owned by Mandarin Oriental Washington DC, its owners or managers which result from any act or omission of Sponsor. Sponsor agrees to defend, indemnify, and hold harmless Mandarin Oriental Washington DC, its owners, managers, officers, or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Sponsor's use of the property. Sponsor's liability shall include all losses, costs, damages, or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Sponsor, its agents, employees, and business invitees which arise from or out of the Sponsor's occupancy and use of the exhibition premises, the Hotel or any part thereof.

Inability to Hold Meeting

If because of war, fire, strike, hotel construction or renovation project, government regulation, public catastrophe, act of God or the public enemy, or other cause beyond the control of NAPHS, the meeting or any part thereof is prevented from being held or is canceled, or space becomes unavailable, NAPHS shall determine and refund to the Sponsor its proportionate share of the balance of the aggregate sponsor fees received which remain after deducting expenses incurred by NAPHS and reasonable compensation to NAPHS, but in no case shall the amount of refund to the Sponsor exceed the amount of the sponsor fee paid. NAPHS shall have no further liability to the Sponsor. The Sponsor may consider obtaining appropriate insurance coverage at its cost and expense for this contingency. NAPHS does not furnish this directly or indirectly.

NAPHS Contact:

Maria Merlie at maria@naphs.org or 202-393-6700, ext. 104